

**Alabama Department of Mental Health**  
**Preadmission Screenings Resident Review Evaluations (PASRR)**  
**RFP 2022-04 Questions & Answers**

1. Who has been performing this work? <a href="#">Emeritus Corporation</a>
2. How many aborted assessments were there in the last two years? <a href="#">2018-2019 (3,592) &amp; 2019-2020 (2,461)</a>
3. How many fines were assessed for evaluations which were not halted? <a href="#">(NONE)</a>
4. How many special assessments were completed in the last two years? <a href="#">(NONE)</a>
5. What drove the overall volume down from FY 2018/2019 to FY 2019/2020 as indicated on Attachment 1? <a href="#">The Public Health Emergency/Pandemic and the PASRR 1135 Waiver.</a>
6. Section IX. Preference states "Preference will be given to proposals wherein vendor agrees to have an office in Montgomery, Alabama throughout the term of the contract" but the evaluation criteria doesn't list any points for office location, how does the office preferent factor into the overall evaluation? <a href="#">If the final selection is between the two best qualified contractors, preference may be given if one will have an office in the Montgomery, Alabama area during the duration of the contract period.</a>
7. Is there a pricing/budget submission form? <a href="#">NO</a>
8. How many determinations were appealed in the last two years? <a href="#">There has been one request for an appeal within the last two years.</a>
9. Page 8 of the RFP states, "For evaluations of individuals with ID/RC, the licensed clinician must be qualified under AL code to administer cognitive and adaptive test protocols" Page 16 states, "If for any reason the tests do not correlate with the individual's current level of functioning, new testing is required." May we please know what adaptive tests are being used by the current vendor today? <a href="#">They utilize the Vineland.</a>
10. Page 10 of the RFP states, "The contractor will submit timely Level II evaluations/determinations to DMH by mail, personal delivery or private delivery service." Would DMH be open to secure email notifications and/or system access for copies of Level II evaluations/determinations? <a href="#">Not at this time, but we may be open to enhanced technology in the near future.</a>
11. Page 10 of the RFP states, "Contractor is expected to provide interpreters or make arrangements for the participation of interpreters, if needed, to conduct evaluations for individuals who are sight, speech and/or hearing impaired or who do not speak English, at no additional expense to the State." What was the volume of Level II evaluations that required interpreters over the past three years? <a href="#">Historically, these numbers have been very low, averaging less than 1%. The contractors have been fortunate in that they have been able to arrange and utilize interpreter services from nursing homes, hospitals, group homes, etc. However, if at any point, they are unable to arrange for these services, they are responsible for any associated costs.</a>

<p>12. Page 12 of the RFP states, “The responder will submit detailed specifications of the instruments. These specifications will include descriptions of the populations for which the instruments have been designed and tested, the size and the demographic make-up of test populations, the relevant information to be obtained from each instrument, and the reliability and validity of these instruments.” Can DMH provide the testing outcomes for reliability and validity of the instruments currently in use? <a href="#">Instrumentation has been researched, developed and updated over two decades, met CMS PASRR Implementation standards and meets PASRR regulatory requirements.</a></p>		
<p>13. Page 14 of the RFP states, “If the psychiatric evaluation is not performed by a physician, then a board eligible or board-certified psychiatrist must review and certify the conclusions with a countersignature.” Can DMH clarify if this review can also be completed by the Qualified Mental Health Professional (with three (3) years of experience in an MI setting with access to a Board Eligible Psychiatrist with five (5) years’ experience for consultation, if needed)? <a href="#">Yes</a></p>		
<p>14. Would DMH be open to allowing the chosen vendor to provide an electronic Level I screening process in lieu of a paper form with faxed submissions? <a href="#">Currently, DMH has an electronic application where stakeholders complete and submit Level I Forms electronically. We also permit stakeholders to fax in submissions.</a></p>		
<p>15. Please clarify submission. Original –1 Hardcopy and 1 USB thumb drive Electronic copy <a href="#">Two copies: One hardcopy and one electronic copy on a thumb drive</a> Can submissions be sent via email? <a href="#">No.</a></p>		
Cover	General	<p>16. Will ADMH consider a proposal due date extension if less than seven days from time of Q/As to the submission date? <a href="#">No</a></p>
Section II/Submission Requirements for Proposals	<p>The responder will submit a separate price for each type of evaluation to be performed (Clinical Review, Paper Review, PAS/MI, PAS/ID, PAS/MI/ID/RC, etc.). Each price category is to be firm for the duration of the contract period (i.e. the same price for two contract years). All services, including but not limited to training, duplication costs, postage, personnel, and other administrative services, shall be factored into the price proposal</p>	<p>17. Will ADMH provide a Price Proposal template for submission purposes? <a href="#">NO</a></p>
Schedule of Events, pg. 3	<p>RFP Submissions: Two copies: 1 original &amp; 1 electronic copy on a thumb drive</p>	<p>18. Due to the current pandemic, would it be possible to provide the option to email the response? <a href="#">No</a></p>
Schedule of Events, pg. 3	<p>RFP Submissions: Two copies: 1 original &amp; 1 electronic copy on a thumb drive</p>	<p>19. Would it be acceptable to submit an additional electronic copy with any proprietary/ confidential information redacted? <a href="#">Yes</a></p>

Section II/Submission Requirements for Proposals	<b>A. Transmittal Letter:</b> The Transmittal Letter will be signed by an individual authorized to legally bind the responder.	20. Would an electronic signature be acceptable, such as DocuSign? <b>NO</b>
Section II/Submission Requirements for Proposals	<b>C. Price Sheet and Certification Statement:</b> The price proposal will not be considered for award unless the price in the proposal contains a signed and notarized statement that proposal pricing was arrived at independently without collusion with any other responder or with any competitor.	21. Due to the current pandemic, would it be possible to waive the notarization of the statement? Would an electronic signature be acceptable, such as DocuSign? <b>NO</b>
Section V/Specific Contract Requirements	<b>Clinical Reviews:</b> The contractor will conduct a phone based Clinical Review screen on all referrals received <u>by facsimile from the OBRA PASRR Office.</u>	22. Would an online 24/7 access portal be an acceptable way for OBRA PASRR Office to submit referrals for Clinical Review? <b>Not at this time, however, if this process would facilitate our current process, we would be open.</b>
Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> The Level II evaluation will be conducted by Alabama licensed local health professionals.	23. How is the client defining “licensed local health professional”? Please confirm that both RNs and HBPs acceptable. <b>Licensed means a professional who is in good standing, one who has a current, active Alabama license. RNs are acceptable. Not familiar with the acronym HBP.</b>
Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> The contractor will make the final determination on all mental illness evaluations... The contractor will make the final determination on all Intellectual Disability Evaluations.	24. Please confirm the final notice of determination letters should be produced by the contractor based on Level 2 recommendations conducted by the contractor. <b>Yes, the contractor will make the final determination.</b>
Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> The contractor will conduct Paper Reviews as assigned by the OBRA PASRR Office on Level II evaluations indicated through the Clinical Review process.	25. Who determines the need for a “Paper Review”? Is it the department at the time of referral, the contractor following the “Clinical Review”, or either? <b>The state department will determine the need for paper reviews.</b>
Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> The contractor will make the determination regarding the need for mental health services as well as the medical need for nursing home placement and the final determination on evaluations in which mental health services have been recommended	26. Please confirm if a medical necessity review for SNF level of care is to be completed by a medical team on behalf of the contractor. <b>The contractor will make a determination regarding if the individual meets the medical level of care criteria.</b>

Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> The contractor will verbally communicate the Clinical Review and the Level II determination to the referral source upon receipt of the determination.	27. Please confirm if the communication must be done verbally either over the phone or in person. Would online notification via email or a portal be acceptable? <a href="#">The PASRR regulations state that it is permissible to convey determinations verbally and then confirm in writing.</a>
Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> The contractor will submit timely Level II evaluations/determinations to DMH by mail, personal delivery or private delivery service. Faxing evaluations/determinations will not be permitted.	28. Please confirm if the communication must be done via mail delivery or in-person. Would online notification via email or a portal be acceptable? <a href="#">Not at this time.</a>
Section V/Specific Contract Requirements	<b>B. Level 2 Referrals:</b> Contractor will request any pertinent information from the contact person, and when possible, information should be requested from family members, in addition to the required review of medical records and interview with the individual nursing facility applicant.	29. Is there a time window allowed to wait for a response? Could this be a valid reason for a "Halted Assessment"? <a href="#">This would not be an example of a Halted case. The contractor will submit completed Level II Determinations within 7 business days.</a>
Section VIII/Other PASRR Requirements	<b>3. Special Assessments:</b> In a small number of cases a more extensive assessment of an individual will be necessary.	30. Please provide some examples of "Special Assessments". <a href="#">There is not a listing for Special Assessments. This item is more general than specific. Meaning, if a unique situation emerges that requires a more extensive review, we can use the special assessment. There have been no Special Assessments in the last 6 years.</a>